



## REQUEST TO VIRTUALLY ATTEND MEETING PER AB 2449<sup>1</sup>

*At its Feb. 7, 2023 meeting, the City Council approved the use of a new state law (AB 2449) to allow Councilmembers and Planning Commissioners to attend a meeting virtually for "just cause" or "emergency circumstances" for a limited number of times per calendar year.*

|                        |  |
|------------------------|--|
| <b>REQUESTOR NAME:</b> |  |
| <b>MEETING DATE:</b>   |  |

Reason for request (check one):

- JUST CAUSE
- EMERGENCY CIRCUMSTANCE (general description<sup>2</sup> – 20 words):

**JUST CAUSE:** The official must notify staff and the legislative body at the earliest opportunity possible, including at the start of the meeting, that the official has "just cause" to attend virtually. As defined by AB 2449, "just cause" means that an official has: childcare or caregiving need of a child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or domestic partner that requires the official to participate virtually; a contagious illness that prevents an official from attending in person; a need related to a mental or physical disability; or is currently travelling on official business related to the official's city duties. An official is limited to two virtual attendances for "just cause" per calendar year.

**EMERGENCY CIRCUMSTANCE:** The official must inform staff and request at the earliest opportunity possible, including at the start of the meeting, that the legislative body allow the official to participate virtually due to a physical or family medical emergency that prevents the official from attending in person. The official must provide a general description (generally not exceeding 20 words) of the official's emergency and the official's need to attend virtually, and that request will be placed on the public agenda. Then, the legislative body will approve or deny the request. An official must make a separate request for each meeting that the official seeks to attend virtually due to such emergency circumstances. The legislative body must take action on an official's request to participate virtually at the earliest opportunity. If there is insufficient time to place the request on the agenda, the legislative body may take action on such a request at the beginning of the meeting. Virtual attendance under emergency circumstances may not be used for more than three consecutive months, or 20 percent of regular meetings per calendar year.

If an official participates virtually for just cause or emergency circumstances, the official must: (1) participate using both an audio and video connection; and (2) disclose if there is a person over the age of 18 with the official and that person's relationship with the official.

<sup>1</sup> AB 2449 is in effect January 1, 2023, through December 31, 2024.

<sup>2</sup> You are not required to disclose the medical condition or diagnosis of yourself or your family member.